

## **Crete Public Library Policies Handbook**

### **800 Board of Trustees**

No trustee should serve on the board indefinitely, no matter how dedicated and no matter how effective he or she is. Continuity of service provides for the wisdom of experience, but change provides the essential infusion of new ideas. Both are needed. Board members should recruit and encourage qualified potential trustees.

The number of reappointments by a governing body is not stipulated by Nebraska statutes. Recommendations made by the Nebraska Library Association and the Nebraska Library Commission suggest that members of boards of library trustees serve no more than two consecutive terms. However, this is a local policy decision and will be treated as such.

If a vacancy occurs prior to the expiration of a trustee's term, the position is filled in the same manner that appointments are made, and the new appointee completes the unexpired term. The filling of a vacancy does not constitute a whole term.

(Please see the Nebraska Trustees Handbook, produced by the Nebraska Library Commission, 2001 Update.)

Reviewed 4.13.15

### **800.1 Duties and Responsibilities Statement**

The duties and responsibilities of the Crete Public Library Board of Trustees will follow the Provision for Public Libraries as set out in State Statutes and the guidelines set down by the Nebraska Library Commission in the Nebraska Library Trustees Manual and the Crete City Code.

**S.S.2-201                      Crete Code                      S.S.2-201**

### **Article 2 Commissions and Boards**

S.S.2-201 LIBRARY BOARD. The Library Board shall be appointed by the Mayor by the approval of three-fourths (3/4) vote of the City Council. The Board shall consist of five (5) members who shall be residents of the municipality. The members of the Library Board shall serve a four (4) year term of office as specified by Nebraska Statutes. The Board shall serve without compensation and may be required, in the discretion of the Governing Body, to give a bond in a sum set by resolution of the Governing Body, and conditioned upon the faithful performance of the duties. At the time of the Board's first (1st) meeting in July of each year, the Board shall organize by selecting from their number a chairman and secretary. It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings, and to file the same with the Municipal Clerk where they shall be available for public inspection at any reasonable time.

A majority of the Board members shall constitute a quorum for the transaction of business. The Board shall meet at such times as necessary. Special meetings may be held upon the call of the chairman, or any three (3) members of the Board. The Library Board shall have the authority to appoint a librarian and all other employees. It shall be the duty of the Board to have general charge of the Municipal Library and to establish appropriate rules and regulations for the management, operation, and use of the same. The Board shall have supervisory authority over all employees of the library including the librarian. All actions of the Board shall be subject to the review and supervision of the Governing Body. The Board shall be responsible for making such reports and performing such additional duties the Governing Body may designate from time to time. No member of the Governing Body shall serve as a member of the Library Board while serving a term of office as a member of the Governing Body. No member of the Library Board shall serve in the capacity of both the chairman and secretary of the Board. (Ref. 51-202 RS Neb . )

**S.S.3-801                      Departments                      S.S.3-802**

## **Article 8. Municipal Library**

S.S.3-801 MUNICIPAL LIBRARY; OPERATION AND FUNDING. The Municipality owns and manages Municipal Library through the Library Board. The Governing Body, for the purpose of defraying the cost of the management, purchases, improvements, and maintenance of the Library may each year levy a tax not exceeding the maximum limit described by State law, on the actual valuation of all real estate and personal property within the Municipality that is subject to taxation. The revenue from the said tax shall be known as the Library Fund and shall include all gifts, grants, deeds of conveyance, bequests, or other valuable income-producing personal property and real estate from any source for the purpose of endowing the municipal Library. The Library Fund shall at all times be in the custody of the Municipal Treasurer. The Board shall have the power and authority to appoint the librarian and to hire such other employees as they may deem necessary and may pass such other rules and regulations for the operation of the Library as may be proper for its efficient operation. All actions by the Board shall be under the supervision and control of the Governing Body. All taxes levied or collected and all funds donated or in any way acquired for the erection, maintenance or support of such Public Library shall be kept for the use of the Library, separate and apart from the other funds of the City, and shall be drawn upon and paid out by the Treasurer upon vouchers signed by the President of the Library Board and authenticate by the Secretary of the Board, and shall not be used or disbursed for any other purpose or in any other manner. (Ref. 51-201, 51-202, 51-211 RS Neb.)

S.S.3-802 MUNICIPAL LIBRARY; BOOKS. Library Board may authorize the sale, exchange, or disposal of any surplus, damaged, defective, obsolete, or duplicate books in the Library. Records shall be kept of any such surplus, damaged, defective, obsolete, or duplicate books so disposed of .(Ref . 51-207 RS Neb)

### **S.S.3-803                      Crete Code                      S.S.3-806**

S.S.3-803 MUNICIPAL LIBRARY; RULES AND REGULATIONS. The Library Board shall establish any regulations for the governing of the municipal Library for the preservation and efficient management thereof. They shall fix and impose by general rules, penalties and forfeitures for injury to the Library grounds, rooms, books, or other property, or for failure to return a book. All fees, penalties, and forfeitures may be collected in civil action in the event of failure, neglect, or refusal to pay the said assessments . (Ref. 51-205, 51-214 R5 Neb . )

**S3-804 MUNICIPAL LIBRARY; BOOK REMOVAL.** It shall be unlawful for any person not authorized by the regulations made by the Library Board to take a book from the Library, without the consent of the Librarian, or an authorized employee of the Library. (Ref. 51-211 RS Neb. )

**S3-805 MUNICIPAL LIBRARY; COST OF USE.** The Librarian may exclude from the use of the Library and reading rooms any person who shall willfully violate or refuse to comply with the rules and regulations established for the government thereof. (Ref. 51-201, 51-212 R5 Neb.)

**S3-806 MUNICIPAL LIBRARY; MONEY COLLECTED.** Any money collected by the Library shall be turned over monthly by the Librarian to the Municipal Treasurer along with a report of the sources of the revenue. (Ref . 51-209 RS Neb .)

Reviewed 4.13.15

## **800.2 By-Laws**

### **A. Article I: Names**

1. This organization shall be called "The Board of Trustees of the Crete Public Library" existing by virtue of the provisions of Chapter 51.200 of the Laws of the State of Nebraska, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **B. ARTICLE II: Officers**

1. Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board.

2. Section 2. Nomination for officers shall be made from the floor at the annual meeting.

3. Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

4. Section 4. If in attendance, the president shall preside at all meetings of the board. The president shall also authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

5. Section 5. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

6. Section 6. The secretary shall keep a true and accurate record of all meetings of the board, shall answer correspondence as directed by the board, and shall perform such other duties as are generally associated with that office.

7. Section 7. The treasurer shall sign the present vouchers for outstanding bills, and shall perform such other duties as are generally associated with that office. In the absence or inability of the treasurer, the duties shall be performed by such other members of the board as the president may designate. In the absence of both president and vice president the treasurer shall preside at the meeting.

### **C. ARTICLE III Meetings**

1. Section 1. The regular meeting shall be held every month, the date and hour to be set by the board at a regular meeting.

2. Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of annual reports shall be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a. Roll call of members
- b. Disposition of minutes of previous regular meeting and any intervening special meeting
- c. Financial report and action on bills
- d. Director's statistical report and previous month's calendar
- e. Other reports
- f. Communication/Updates
- g. Building maintenance and repair
- h. Staff
- i. Materials/Equipment/Supplies
- j. Library programs/Services/Meetings
- k. Library Policy/Budget
- l. Long-range planning

## **800.2 By-Laws**

### **C. ARTICLE III Meetings**

#### **Continued**

m. Other unfinished business, new business, or public presentation to, or discussion with, the board

n. Adjournment

3. Section 3: Special meetings may be called by the secretary at the direction of the president or at the direction of the library director or at the request of 2 board members for the transaction of business as stated in the call for the meeting.

4. Section 4: A quorum for the transaction of business at any meeting shall consist of 3 members of the board present in person.

5. Section 5: Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

6. Section 6: Attendance:

a. Absence: Absence of a board member from three regular meetings in succession, or for six meetings during a fiscal year for which no sufficient reason is presented shall be grounds for removal from the Board. After the third consecutive or six nonconsecutive and unexcused absence of any Board member, the president shall notify that member that at the next regular meeting of the Board, a vote will be taken as to whether or not he or she should be removed. The president will then present that question to the board at the next regular meeting. The question of removal of a Board member from office for failure to attend meetings must be approved by a two-thirds majority of those in attendance.

b. Removal from Office: Any board member may be removed by the Board for just cause after having been given notice of the board's intention to consider his or her removal. A motion to approve removal of a Board member from the Board of Directors must be approved by a two-thirds majority of those in attendance.

c. Vacancies: Upon a vacancy occurring, the Board of Directors shall take steps to notify the Mayor's office of a vacancy, and shall request that the vacancy be filled with all due speed.

### **D. ARTICLE IV: Library Director and Staff**

1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of resources in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the board, provided that any such appointment shall be approved by the board at its next regular meeting.

## **800.2 By-Laws**

### **Continued**

#### **E. ARTICLE V: Committees**

1. Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.
2. Section 2. All committees shall make a progress report to the library board at each of its meetings.
3. Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

#### **F. ARTICLE VI: General**

1. Section 1. All vouchers for outstanding bills must be signed by the treasurer and one other trustee, or in the absence of the treasurer, by two officers of the Board.
2. Section 2. The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been delivered to all members at least 10 days prior to the meeting at which such action is proposed to be taken.
3. Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least 4 of the members of the board shall be present and 4 of those present shall so approve.

(See Appendix B6 for Agenda)

#### **800.3 Board of Trustees Orientation**

- A. The provision for learning experiences for the newly appointed trustee is the responsibility of the director, the present members of the library board, and the new trustee her/himself. In order to perform their duties, library trustees must be informed concerning the library informed concerning community, informed concerning state and national influences.
1. An orientation for new trustees should include some information in the following areas:
  - a. How the library is governed, including state laws and local ordinances; the responsibilities of the trustees, individually and collectively; the operational responsibilities of the administration and the role of the public.
  - b. How the library is funded, including legal base for financing, the current budget, and the legislative support role expected of a trustee.
  - c. How the library operates from day to day, including services offered, use by the public, short and long-range plans and library needs.
  - d. How the local library is linked to other resources, including explanations of the interlibrary loan procedure, sharing of resources, system relationships, state library services and technological advances that do or will affect the local library service program.
  - e. The trustee's role, including the establishment of policy, attendance at board meetings, service on committees or task forces, involvement in regional, state, and national library developments.
  - f. Also suggested are appropriate handbooks, guidebooks, and bibliographies which relate to trusteeship. Annual reports, agendas, budgets, personnel statistics, etc. should also be readily available to the new trustee.

### **800.3 Board of Trustees Orientation**

#### **Continued**

- B. It is understood that library trustees need to be visible in the community, serving as conduits, listeners, and spokespersons for citizen needs and desires. Of necessity, trustees should become increasingly knowledgeable about the local community-its census figures, its economic and occupational levels, its ethnic and special interest groups, and the needs which bring people to the library for help and the barriers which keep people from using the library.
- C. Simply stated, the purpose of trusteeship is to represent the community through service on behalf of the people who own and use the library. The decisions made by the members of the board will determine for years to come the course and level of library services to be provided in the local community. Informed trustees working together as an intelligent library board will search always for the right choices to benefit both the library and the community.

Reviewed 4.13.15

### **900 Friends of the Library**

The Friends of the Library are a national non-profit group of citizens who are dedicated to the betterment of public libraries. The Friends of The Crete Public Library consist of 13 Board members. Funding provided by the Friends group is for extra resources above and beyond the regular City of Crete Budget. In no instance are such funds to be a replacement for City of Crete regular funds.